

**SUPERIOR COURT OF CALIFORNIA, COUNTY OF IMPERIAL**

**INVITES ATTORNEYS TO APPLY**

**TO SERVE AS**

**TEMPORARY JUDGE**

***If you wish to serve as a temporary judge, please read this carefully.***

The Superior Court of California, County of Imperial, is adding attorneys to its pool of temporary judges. Although the Court only uses attorneys as temporary judges approximately 10 days per year, you are still encouraged to apply.

Temporary judges are used at the discretion of the Presiding Judge when the court needs judicial assistance that it cannot provide using its full-time judicial officers.<sup>1</sup>

Temporary judges most often hear small claims, family support and traffic matters. They may also preside over other types of cases, such as: unlawful detainers, civil discovery and settlements, family law, domestic violence, probate, civil harassment and juvenile delinquency and dependency.<sup>2</sup>

To become a temporary judge you must have been admitted to practice as a member of the State Bar of California for at least ten years (or at least five years for an appointment with good cause).<sup>3</sup>

The conditions for appointment are found in Rule 2.812(b) of the California Rules of Court, and the education and training requirements are found in Rule 2.812(c).<sup>4</sup>

The Court seeks to maximize the potential for a diverse applicant pool. It encourages each and every eligible individual to apply to be a temporary judge regardless of his or her gender, race, ethnicity, disability, religion, sexual orientation, age or other protected class.<sup>5</sup> Among the

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<sup>1</sup> Rule of Court 2.811(a)

<sup>2</sup> Rule of Court 2.812(c)(3)

<sup>3</sup> Rule of Court 2.812(a)

<sup>4</sup> Rule of Court 10.740-10.741.

<sup>5</sup> Rule of Court 10.741.

qualifications that the Court will consider in the selection process is an applicant's exposure to and experience with diverse populations and issues related to those populations.<sup>6</sup>

If you wish to apply, please contact Cindy Tengler in Human Resources at (760) 336-3530 or visit Human Resources at 1625 W. Main Street, Suite 230, El Centro, CA.

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<sup>6</sup> Id.

## **TEMPORARY JUDGE PROGRAM TRAINING REQUIREMENTS**

LINK FOR ALL ONLINE TRAINING: [http://www2.courtinfo.ca.gov/cjer/pro\\_tem.htm](http://www2.courtinfo.ca.gov/cjer/pro_tem.htm)

### **REQUIREMENTS EVERYONE MUST MEET EVERY THREE YEARS:**

1. Review the online Fairness, Demeanor, and Self-Represented litigants materials
2. Attend a 3-hour in-person training session on judicial demeanor
3. Take the online course on judicial ethics

### **EXTRA REQUIREMENTS BY CALENDAR TYPE:**

#### **1. For Small Claims calendars:**

- Take all relevant online training courses and review online bench guides
- Attend the local in-person class on hearing small claims calendars

#### **2. For Traffic calendars:**

- Take online training course and review online bench guides
- Attend the local in-person class on hearing traffic calendars

#### **3. For Family Support calendars:**

- Take all online training courses and review online bench guides
- Attend AB1058 in-person training

#### **4. For Unlawful Detainer calendars:**

- Take online training course and review online bench guides
- Attend the local in-person class on hearing unlawful detainer calendars

#### **5. For Juvenile Dependency and Delinquency calendars:**

- Have a minimum of 5 years practice experience handling juvenile dependency and/or delinquency cases (must have practice experience in requested case type)
- Take online training courses and review online bench guides

#### **6. For Civil Discovery calendars:**

- Certify you have taken at least 3 CLE units in civil procedure in past 24 months
- Review the online civil bench guides
  - **Disqualification of Judge**
  - **Courtroom Control: Contempt and Sanctions**
- Review Chapter 9 of Proceedings Before Trial by the Rutter Group

#### **7. For Probate calendars:**

- Certify you have taken at least 3 CLE units in probate in past 24 months
- Attend the local in-person class on hearing probate calendars

#### **8. For Domestic Violence calendars:**

- Certify you have taken at least 3 CLE units in domestic violence in past 24 months
- Attend the local in-person class on hearing domestic violence calendars

#### **9. For Civil Harassment calendars**

- Certify you have taken at least 3 CLE units in domestic violence in past 24 months
- Review the online bench guide available on the Judicial Council's website
- Attend the local in-person class on hearing civil harassment calendars

# **SUPERIOR COURT OF CALIFORNIA, COUNTY OF IMPERIAL**

## **TEMPORARY JUDGE SELECTION PROCESS**

The Presiding Judge has the authority to appoint an attorney to fill the role of temporary judge. The individual selected must be an active member of the California State Bar, in good standing for a minimum of 10 years before appointment. An applicant may not have any pending disciplinary actions and the individual must not have pled guilty or no contest to a felony, or have a felony conviction that has not been reversed. The applicant must satisfy all education and training requirements established by the state. Depending on the case type, there may also be additional training, education, or experience requirements to serve in Imperial County.

## **FREQUENTLY ASKED QUESTIONS**

### **What calendars do temporary judges call?**

Temporary judges may be called to hear traffic, small claims, family support, civil discovery, civil harassment, domestic violence, juvenile delinquency, juvenile dependency, probate, or unlawful detainer cases.

### **How do I apply to serve on the temporary judge panel?**

All persons appointed to the temporary judge panel serve at the pleasure of the Presiding Judge and the Court Executive Officer. There is no employment relationship established between the temporary judge and the court, and the court is not obligated to call any particular temporary judge to serve. All attorneys who want to serve as a temporary judge must submit their letter of interest together with an application and a letter of recommendation from a judicial officer (preferably from a Superior Court of California, County of Imperial, bench officer.) The completed application including the letter of interest and letter of recommendation should be addressed to Human Resources, Attn: Cindy

Tengler and should be mailed to the Superior Court of California, County of Imperial, 1625 W. Main Street, El Centro, CA 92243.

**When and how often will I be asked to serve as a temporary judge?**

Temporary judges are called, as needed, by court administration. There is no set schedule for service, and no guarantee that any particular temporary judge will be called to serve. On average, the Court uses temporary judges approximately 10 days per year.

**What is the Temporary Judge Pro-tem pay?**

Temporary judges are paid either \$200 per ½ day or \$400 per full day. A temporary judge must submit an invoice to the Accounts Payable department, approved by court administration, for services performed in the capacity of temporary judge.

**SUPERIOR COURT OF CALIFORNIA, COUNTY OF IMPERIAL**

**TEMPORARY JUDGE EDUCATION & TRAINING AFFIDAVIT**

Full Name \_\_\_\_\_

<input type="checkbox"/>	I have reviewed the online Fairness, Demeanor, and Self-Represented litigants materials
<input type="checkbox"/>	I have attended a 4-hour in-person training session on judicial demeanor
<input type="checkbox"/>	I took the online course on judicial ethics
<input type="checkbox"/>	I meet the training requirements for hearing Small Claims calendars
<input type="checkbox"/>	I meet the training requirements for hearing Traffic calendars
<input type="checkbox"/>	I meet the training requirements for hearing Family Support calendars
<input type="checkbox"/>	I meet the training requirements for hearing Unlawful Detainer calendars
<input type="checkbox"/>	I meet the training requirements for hearing Juvenile Dependency and Delinquency calendars
<input type="checkbox"/>	I meet the training requirements for hearing Civil Discovery calendars
<input type="checkbox"/>	I meet the training requirements for hearing Probate calendars
<input type="checkbox"/>	I meet the training requirements for hearing Domestic Violence calendars
<input type="checkbox"/>	I meet the training requirements for hearing Civil Harassment calendar
<p><i>I have attached all documented training for consideration for the role of Temporary Judge as required by the Superior Court of California, County of Imperial.</i></p> <p><b>I declare under penalty of perjury that I meet the education and training requirements for the calendar types listed above and that the information described is true and correct.</b></p> <p><b>Signature:</b> _____ <b>Date:</b> _____</p>	

# Application to Serve as Temporary Judge

## SUPERIOR COURT OF CALIFORNIA COUNTY OF IMPERIAL

Please return completed Application to:

Superior Court of California, County of Imperial  
Human Resources-Temporary Judge Program,  
1625 W. Main Street, El Centro, CA 92243

### 1. Contact Information

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

City / State / Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone – Home/Cell: \_\_\_\_\_

### 2. Areas of Interest

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Infractions       | <input type="checkbox"/> Civil Harassment  | <input type="checkbox"/> Juvenile Dependency  |
| <input type="checkbox"/> Small Claims      | <input type="checkbox"/> Civil Discovery   | <input type="checkbox"/> Juvenile Delinquency |
| <input type="checkbox"/> Unlawful Detainer | <input type="checkbox"/> Domestic Violence |   |
| <input type="checkbox"/> Probate           | <input type="checkbox"/> Family Support    |   |

### 3. Professional and Personal Qualifications

California State Bar Number: \_\_\_\_\_

Date Admitted to the Bar: \_\_\_\_\_

Years of active membership: \_\_\_\_\_

a. Other states in which you are admitted to practice law:

State: \_\_\_\_\_ Bar Number: \_\_\_\_\_

Date Admitted: \_\_\_\_\_ Years of active membership: \_\_\_\_\_

State: \_\_\_\_\_ Bar Number: \_\_\_\_\_

Date Admitted: \_\_\_\_\_ Years of active membership: \_\_\_\_\_

State: \_\_\_\_\_ Bar Number: \_\_\_\_\_

Date Admitted: \_\_\_\_\_ Years of active membership: \_\_\_\_\_

Full Name \_\_\_\_\_

b. Are you certified as a specialist by the State Bar of California, Board of Legal Specialization, or by any organization whose certification program has been accredited by the State Bar of California? If yes, please explain areas of specialization.

c. Are you certified as a legal specialist by other states or organizations? If yes, please explain areas of specialization.

d. Are you in good standing in each state where you are licensed to practice law? If ☐ Yes ☐ No  
no, please explain\*.

e. Do you have any disciplinary action pending against you by the State Bar of ☐ Yes ☐ No  
California or by a bar association or other professional licensing agency in any state  
or by a court of record, including any proceeding for the imposition of sanctions or  
for contempt? If yes, please explain\*.

f. Have you ever been disciplined by the State Bar of California or by a bar ☐ Yes ☐ No  
association or other professional licensing entity in any state or by a court of record,  
including being sanctioned or held in contempt? If yes, please explain\*.

g. Have you ever been convicted or pleaded no contest to a felony or misdemeanor? ☐ Yes ☐ No  
If yes, please explain\*.

h. Are you a defendant in any pending felony or misdemeanor proceeding? If yes, ☐ Yes ☐ No  
please explain\*.

i. Have you ever been party to any legal proceeding? If yes, please explain\*. ☐ Yes ☐ No

**\*For questions 3d – 3i, please provide additional information in Section 7 with the corresponding number.**

#### 4. Practical Experience

a. The principal portion of my law practice in California is in the following courts (specify state and federal courts including trial and appellate courts, if applicable).



Full Name \_\_\_\_\_

b. I currently practice in the following areas of law (list each subject area of law that occupies at least 10 percent of your time).

c. Do you hold yourself out publicly as representing exclusively one side in any area of litigation practice?  
☐ Yes ☐ No If yes, provide the Areas of Practice & Side Represented?

d. Do you represent one side in more than 90 percent of your cases in any area of litigation practice?  
☐ Yes ☐ No If yes, provide the Areas of Practice & Side Represented?

## 5. Experience as Temporary Judge

a. Have you ever served as a temporary judge? ☐ Yes ☐ No If yes, please describe including the names of the courts and locations where you served, the approximate number and types of matters heard, and the approximate dates of service.

b. Have you ever been removed by a court as a temporary judge? ☐ Yes ☐ No If yes, please describe the circumstances including the court, the date you were removed and the reasons for your removal.

Full Name \_\_\_\_\_

## 6. Training

Describe any training you have received that qualifies you (per California Rules of Court, rules 2.810 et. Seq.) to serve as a court-appointed temporary judge. Please state whether the training occurred in person or was delivered online, and include the subjects, the dates and the name of the court or other provider of the training.

- |   |  |
|---|--|
| <input type="checkbox"/> Bench conduct        |  |
| <input type="checkbox"/> Ethics               |  |
| <input type="checkbox"/> Infractions          |  |
| <input type="checkbox"/> Small Claims         |  |
| <input type="checkbox"/> Unlawful Detainer    |  |
| <input type="checkbox"/> Probate              |  |
| <input type="checkbox"/> Civil Harassment     |  |
| <input type="checkbox"/> Civil Discovery      |  |
| <input type="checkbox"/> Domestic Violence    |  |
| <input type="checkbox"/> Family Support       |  |
| <input type="checkbox"/> Juvenile Dependency  |  |
| <input type="checkbox"/> Juvenile Delinquency |  |
| <input type="checkbox"/> Other                |  |

## 7. Additional Information

The following facts concerning my background, situation, or circumstances as noted above which may positively or negatively reflect on me or on my suitability for appointment and should be disclosed to the court. Please include the appropriate question number on each response.

[illegible]

Full Name \_\_\_\_\_

Please consider the following additional facts in support of my appointment as temporary judge for the Superior Court of California, County of Imperial.

## 8. References

Please list two or more judicial officers who are familiar with your work.

Full Name: \_\_\_\_\_

Court: \_\_\_\_\_

Phone – Home/Cell: \_\_\_\_\_

Full Name: \_\_\_\_\_

Court: \_\_\_\_\_

Phone – Home/Cell: \_\_\_\_\_

Full Name: \_\_\_\_\_

Court (if applicable): \_\_\_\_\_

Phone – Home/Cell: \_\_\_\_\_

## 9. Other

I understand and acknowledge that the selection and appointment of a temporary judge is solely at the discretion of the court for the purpose of assisting the public and does not constitute an employment relationship.

I understand that my acceptance for any panel is contingent upon my express acknowledgement that inclusion on any court panel does not ensure appointment in any proceeding, and that all appointments remain in the sole and complete discretion of the court. Further, I acknowledge that acceptance for a panel does not guarantee continued membership on that panel or any other. I am aware that the panels are periodically reviewed by the court, and that the court may add or remove members in its unfettered discretion. I understand and acknowledge that submission of this application indicates acceptance of these terms.

I am aware of and will comply with all provisions of the Code of Judicial Ethics and the California Rules of Court concerning temporary judges.

I declare under penalty of perjury under the laws of the State of California that the foregoing, including statements made in all attachments, is true and correct. I understand that any misstatement or omission of material fact may disqualify me from serving as a temporary judge in this court.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

#### **WAIVER AND AUTHORIZATION FOR RELEASE OF INFORMATION**

I have applied to be appointed as a temporary judge in the Superior Court of California, County of Imperial. I hereby authorize the State Bar of California and the attorney-licensing authority in any other state where I am admitted to practice law to release to an authorized representative of the court information regarding the following matters:

(1) whether I am in good standing or am otherwise authorized to practice law as a member of the State Bar of California or as an attorney in any other state where I am admitted to practice law;

(2) whether I have a record of discipline with the State Bar of California or with the licensing authority for attorneys in any other state where I am admitted to practice law; and

(3) whether any disciplinary investigation or proceeding is pending against me by the State Bar of California or by the licensing authority for attorneys in any other state where I am admitted to practice law.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

California Bar Number \_\_\_\_\_